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**Subject: WIC Program Identification Card/Check Folder**

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Effective Date: October 1, 2004

Revised from:

**Policy:** During the certification process, clinics may issue women clients and other caregivers a WIC Program Identification Card/Check Folder. This dual-purpose document/folder may be used for documenting identity during recertification visits, check pick up visits, and check redemption at authorized vendors. In order to receive an Identification Card/Check Folder, the woman client or other caregiver must show an acceptable form of identification.

**Reference: CFR §246.7**

**Procedure:**

1. At a certification visit, issue a WIC Program Identification Card/Check Folder to the woman client or other caregiver who has provided acceptable proof of identity. (See Proof of Identity for acceptable forms of proof.)
  - a. Staff shall not issue the folder if the woman client or caregiver forgets to bring proof of her/his identity to the certification visit. This situation is handled in the same manner as when the client forgets other documentation. (See Certification Visit.)
  - b. If staff determines that the client/caregiver may self-declare identity, the folder may be issued upon completion of the Self-Declaration of Identity form. (See Certification Visit.)
2. The woman client or other caregiver signs the WIC Program Identification Card/Check Folder in the presence of WIC staff.
3. The alternate caregiver may sign the WIC Program Identification Card/Check Folder outside the presence of WIC staff.
4. Encourage that the folder be taken to the vendor and clinic. It can be used for proof of identity at the vendor when redeeming checks and at the clinic for check pick up and recertification.
5. Remind the client/caregiver to be careful with the folder and checks. If someone finds it with checks inside, he/she can easily use it to redeem the checks.
6. WIC Program Identification Card/Check Folders are not issued to infants or children. During recertification, the identity of infants and children must continue to be documented using documents other than the WIC Program Identification Card/Check Folder.
7. Replacement WIC Program Identification Card/Check Folders are issued as needed, upon verification of identity of the person receiving the folder.